

Enhanced Cleaning, Other Measures Announced

The Library's response
to the pandemic
continues to evolve.

The Library's Pandemic Task Force is meeting daily to review the institution's operations as the COVID-19 coronavirus pandemic unfolds, Librarian of Congress Carla Hayden told staff in an April 2 video address. The Library's central motivation, she said, is to keep staff safe and healthy: "That's still and always will be our main priority."

To that end, the Library for the past several weeks has engaged in enhanced cleaning of Library buildings and facilities. Shared spaces – hallways, restrooms, handrails, elevators – are being cleaned more often with antiviral disinfectants recommended by the Environmental Protection Agency, with a focus on spaces where staff are working.

When a staff member or contractor is diagnosed with COVID-19, the Health Services Division (HSD) identifies spaces that need to be disinfected based on information from diagnosed individuals about where they worked and when they were last in Library buildings. An Architect of the Capitol (AOC) contractor conducts the specialized cleaning, and medical professionals review and approve each space before it is reopened.

As of April 10, HSD is monitoring 22 staff members who have reported symptoms of COVID-19; based on

OPERATIONS, CONTINUED ON 4



Mark Layman

Narrator Laura Giannarelli records "That Affair Next Door" in March in the studio of the National Library Service for the Blind and Print Disabled.

Crime Classics Series Debuts with E-Braille, Print Editions

The Library's new crime series will be accessible
from the start.

BY MARK LAYMAN

Many of the 5,000 or so books that the National Library Service for the Blind and Print Disabled (NLS) produces in audio and braille each year are current bestsellers or other recent titles.

But in the basement studio at the NLS building on Taylor Street Northwest last month, Laura Giannarelli was behind the microphone narrating a book published in 1897: "That Affair Next Door" by Anna Katharine Green.

It's the first book to be released in the Library of Congress Crime Classics series, a collaboration

between the Library and Poisoned Pen Press, an imprint of Sourcebooks based in Scottsdale, Arizona. The Crime Classics edition of "That Affair Next Door" was published on Tuesday in print and available the same day in electronic braille on BARD, the NLS' Braille and Audio Reading Download website, thanks to a cooperative effort among NLS, the Library's Publishing Office and Sourcebooks.

The audio version that Giannarelli was narrating and the hard-copy braille edition were intended for simultaneous release but were delayed by work disruptions

CRIME CLASSICS, CONTINUED ON 7

DONATED TIME

The following employees have satisfied eligibility requirements to receive leave donations from other staff members. Contact Lisa Davis at 7-0033.

Sharif Adenan
Emelia Awuku
Melinda Briscoe
Lynette Brown
Sharron Jones

Terri Harris-Wandix
Tyanne Rodgers
Adam Rosenberg
Dwayne Wilder
Donna Williams

HAVING TECHNICAL ISSUES?

It is important to report any technical issues you experience to the Office of the Chief Information Officer (OCIO). The OCIO service desk is staffed around the clock with technicians ready to help. Contact ocioservicedesk@loc.gov or (202) 707-7727.

OCIO has developed fact sheets and frequently asked questions to help teleworkers accomplish their work. They are available on the Library's public-facing web page (<https://go.usa.gov/xdTVQ>) in the technology resources section.

KLUGE STAFF FELLOWSHIP: APPLICATION DEADLINE EXTENDED

The Kluge Center has extended the application deadline for its staff fellowship to May 1 because of workplace disruptions caused by the COVID-19 coronavirus pandemic.

The Kluge Center supports scholarly research at the Library in the humanities and social sciences and in related fields, such as law and architecture. The center's staff fellowship offers a Library staff member the opportunity to conduct independent research using the Library's collections.

What are the terms of the appointment?

The staff fellow is detailed to the Kluge Center for the duration of the fellowship.

Who is eligible?

Library staff members with permanent or indefinite status and five years of continuous service can apply. Staff can hold the fellowship only once in any seven-year period.

Are salary and benefits maintained?

Yes. The fellow is compensated at the level equivalent to his or her current salary, and benefits and leave are maintained.

Is a fellow's current job retained?

Yes. The fellow maintains a lien on his or her present position.

Apply online: www.loc.gov/staff/kluge/

BUILDING ACCESS UPDATE

Beginning March 30, the all-hours access door to Library buildings moved from the Jefferson Building southeast door to the Madison Building Independence Avenue door. The Jefferson southeast door ceased operation at that time. The Madison Building C Street west door, the Madison garage and the Cannon tunnel are maintaining their schedules as follows:

C Street west door: 6:15 a.m. to 2 p.m. (entrance); 6:15 a.m. to 9:30 p.m. (exit).

Madison garage: Monday-Friday, 6:15 a.m. to 11:30 p.m.; Saturday, 6:15 a.m. to 6 p.m.

Cannon tunnel: Congress in session, 7 a.m. to 7 p.m.; Congress not in session, 7 a.m. to 5 p.m.

GAZETTE

LIBRARY OF CONGRESS

loc.gov/staff/gazette

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MISSION OF THE LIBRARY OF CONGRESS

The Library's central mission is to engage, inspire and inform Congress and the American people with a universal and enduring source of knowledge and creativity.

ABOUT THE GAZETTE

An official publication of the Library of Congress, The Gazette encourages Library managers and staff to submit articles and photographs of general interest. Submissions will be edited to convey the most necessary information.

Back issues of The Gazette in print are available in the Communications Office, LM 143. Electronic archived issues and a color PDF file of the current issue are available online at loc.gov/staff/gazette.

GAZETTE WELCOMES LETTERS FROM STAFF

Staff members are invited to use the Gazette for lively and thoughtful debate relevant to Library issues. Letters must be signed by the author, whose place of work and telephone extension should be included so we can verify authorship. If a letter calls for management response, an explanation of a policy or actions or clarification of fact, we will ask for management response.—Ed.

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GAZETTE DEADLINES

The deadline for editorial copy for the April 24 Gazette is Wednesday, April 15.

Email editorial copy and letters to the editor to mhartsell@loc.gov and wmal@loc.gov.

To promote events through the Library's online calendar (www.loc.gov/loc/events) and the Gazette Calendar, email event and contact information to calendar@loc.gov by 9 a.m. Monday of the week of publication.

Boxed announcements should be submitted electronically (text files) by 9 a.m. Monday the week of publication to mhartsell@loc.gov and wmal@loc.gov.

**Read the Gazette in color
at loc.gov/staff/gazette**

Manuscript Prep Section Goes Virtual

The hands-on team is supporting researchers in creative ways during the pandemic.

BY WENDI A. MALONEY

On a typical workday, staff from the Manuscript Division's Preparation Section process original archival collections in a secure room on the first floor of Madison Building. But workdays lately have been anything but typical. Now the section's staff are working from home on projects crafted to improve their expertise and better serve researchers.

Like others across the Library, Preparation Section staff are teleworking as part of the Library's effort to mitigate the risk of transmitting the COVID-19 coronavirus.

"Many staff are using this time at home to delve deeper into subject-matter research than what is normally possible," said Manuscript Division chief Janice Ruth. "All this research and preparation should help with the processing and description of collections."

Most section staff are also pursuing some form of professional development, she said – through webinars, readings and engagement with archivists beyond the Library – and several have developed initiatives to fine-tune how they do their work.

"The challenges presented by a shift to a telework environment for a section charged with physically processing the Manuscript Division's unprocessed arrearage cannot be understated," said Alex Lorch, head of the Preparation Section. "But the section's staff are accustomed to team-based, creative problem-solving, and they quickly rose to meet those challenges."

Lorch met with the section's three assistant heads and Ruth the week of March 9 to plan for the likelihood



Courtesy Colleen Kim

Archivist Colleen Kim works from home with assistance from her dog, Echo.

the Library would expand telework to address the pandemic. "A half dozen or so strong ideas" came out of the meeting, Lorch said, for projects the section's 38 staff members – 24 archivists and 14 technicians – could do remotely.

Then, on the morning of March 12, Lorch invited section staff to propose telework projects themselves. "By the end of that day, I had at least two ideas from each staff member and from most, three or four," he said.

Some staff members had already processed sufficient materials from their collections to begin drafting the finding aids that are made available online to help researchers access documents.

Others, however, came up with novel projects. One archivist is analyzing which sections of finding aids researchers use most often as measured by clicks on links. "She's trying to ascertain where people are clicking the most and from that glean where do we need to spend more of our time as a

processing staff," Lorch said.

Each finding aid is separated into parts including administrative details – such as a collection's size, for example – an overview and subsections dealing with specific aspects of the collection.

The archivist will present her findings using the data visualization tool Tableau, Lorch said.

Another archivist is setting up and installing programs to process born-digital collections. As a result, "we will be ready to hit the ground running with these programs upon our return to the office," Ruth said.

Other staff members are putting together lists of online readings on archival project management, revising the Preparation Section's style guide, creating procedural manuals and reviewing existing finding aids for accuracy and intelligibility.

One archivist developed an online curriculum so the Howard University intern the section is mentoring

MANUSCRIPT PREP, CONTINUED ON 7

Reynolds Debuts Kids' Video Series

In his new role as National Ambassador for Young People's Literature, Jason Reynolds is connecting directly with young people online during the COVID-19 coronavirus pandemic. On April 14, in collaboration with the Library, the Children's Book Council and Every Child a Reader, the award-winning author will launch his first initiative in support of his new platform: Grab the Mic: Tell Your Story.

It features a monthly newsletter for parents and educators focused on relevant topics of the day and a biweekly video series intended to inspire creativity in young people, titled "Write. Right. Rite." Both the newsletter and the video series are being hosted on the Library's

Grab the Mic resource page at guides.loc.gov/jason-reynolds/grab-the-mic.

In each video episode, Reynolds will address young people directly and provide ways to express creativity through prompts and activities. New videos will be posted on Tuesdays and Thursdays at 10:30 a.m. through April and May, with more to come throughout the summer. Viewers are encouraged to share their projects on social media using the hashtags #WriteRightRite and #tellyourstorywithjason.

"Due to the current changes in our way of life, my approach as ambassador has had to change,

too," Reynolds said. "My role and goal is to get young people to express themselves and see value in their own narratives, and since I can't, at the moment, physically come to them, I've created the 'Write. Right. Rite.' video series."

Grab the Mic newsletters and videos can be found at:

- Instagram: @LibraryCongress
- Twitter: @LibraryCongress
- Facebook: facebook.com/library-ofcongress
- Grab the Mic resource page: guides.loc.gov/jason-reynolds/grab-the-mic
- Library of Congress blog: blogs.loc.gov/loc/ ■

OPERATIONS, CONTINUED FROM 1

the opinions of medical professionals, 16 have been presumptively diagnosed or have received a positive result.

Hayden gave a "shout out" in her address to those who are keeping Library buildings clean. "Their work has never been more important, and we can't thank them enough for being on-site ... every day," she said.

She also thanked the team working with Ed Jablonski, the Library's chief operating officer, for its efforts, including making sure that payroll continues "without any hiccups." And she expressed gratitude to the AOC and the U.S. Capitol Police "who are on-site and helping make sure that our operations are supported every day."

"We'll get through this together," Hayden said. "We are working together even though we are apart, and I want you to take care of yourselves and your families."

The Library called attention last week to congressional action that eases the ability of staff to do just that. The Families First Coronavirus Response Act, passed into law last month, grants employees

paid sick leave and expanded family and medical leave for reasons related to the COVID-19 pandemic. The new leave options are available in addition to the administrative leave options that were already extended to Library staff, as explained in a special announcement (<https://go.usa.gov/xvTav>) released last Friday.

The Library also clarified last week the status of transit benefits during the pandemic. Teleworking staff who usually rely on SmarTrip benefits to commute by metro rail or bus should take no action. Their benefits will not be suspended or withdrawn. But they were reminded that they cannot use their transit benefit for any purpose other than commuting to and from work.

Staff who use SmarTrip benefits to



Librarian of Congress Carla Hayden addresses staff by video on April 2.

commute by commuter bus, MARC, VRE or vanpool should cancel or halt their automatic payments until they return to work. Staff who use Commuter Direct to receive Smart Benefits should contact (703) 228-7433 or questions@CommuterDirect.com to ask for a credit.

The Human Capital Directorate published an FAQ under the "knowledge" drop-down menu of its service portal (<https://go.usa.gov/xvY78>) elaborating on transit-related questions. ■

QUESTION & ANSWER



John Sayers

John Sayers is a public affairs specialist in the Office of Communications.

Tell us a little about your background.

I went to a small, liberal arts institution in West Virginia, where I grew up. Bethany encouraged students to sample a little bit of everything, in and out of the classroom. It gave me a robust interdisciplinary education that really came in handy in every job I've ever had, including design, writing, illustration and government service.

What brought you to the Library, and what do you do?

I was doing some freelance print design work as a temp, and Guy Lamolinara – in what used to be called the Public Affairs Office – needed someone for one week to lay out an issue of the old Library of Congress Information Bulletin (LCIB). I must have done okay, because they kept giving me things to do until I was hired full time. Since then, I've gone from

print design to web design to project management and social media – a little bit of everything here in the Office of Communications.

In 22 years, I've had wonderful opportunities, working with all sorts of great folks throughout the Library, as well as contractors, partners and the general public. The most rewarding tasks for me have been our nationwide Ad Council promotional campaign and our "America's Library" website for kids back in 2000 for the Library's bicentennial. I also enjoyed working with then-poet laureate Billy Collins on the Poetry 180 website and heading up the team that revamped the old LCIB into our full-color Library of Congress Magazine.

Right now, my focus is primarily on social media and digital content. I oversee the Library's main social media feeds and provide training and support to dozens of responsible content authors throughout the institution on the many other subsidiary social channels and email alerts.

How has the coronavirus pandemic changed your work?

We've been hopping. I think many of us can safely say that the last three weeks have been the busiest ever for the Office of Communications. We have a great team here, and we've been able to manage it all pretty well.

We've created new (and improved old) avenues for staff information that have literally worked outside of the box – this issue of the Gazette is among the first to ever appear on our public website, for instance. And we've amped up our social and digital outreach by enhanced promotion of many of our existing collections and services, plus new programming like weekly videos with Dav Pilkey and a reading series with Jason Reynolds.

And during our first week of full-on telework, we rolled out two of our biggest promotional

pushes of the year, the PBS Gershwin Prize concert with Garth Brooks and our annual National Recording Registry announcement. That was a challenge!

How are you adjusting generally to expanded telework?

Although during the week I usually stay in Oakton, Virginia, I live in a little town in the eastern panhandle of West Virginia. So now I have decamped full time to Wardensville, setting up shop in a little restaurant and store, the Star Mercantile, owned by my wife, Betsy – and now closed by the pandemic. (The wifi signal is better here than in our house.) It's kind of challenging working in an empty restaurant full of food and beer, but I'm coping.

What do you enjoy doing outside work?

Betsy and I have several interests here in our little town. Besides the Star Mercantile, we run a laundromat and another gift shop. We've also spent the last 30 years volunteering and taking roles in our town government. I spent several years as town recorder, which is a secretary-treasurer job. Betsy was elected mayor in 2018, which makes me the first gentleman. No official duties, but she did appoint me to be the zoning enforcement officer because she wouldn't have to pay me.

What is something your co-workers may not know about you?

At Bethany College, students had the opportunity to perform in a pretty top-notch theater program. I shared the stage (twice!) with future Emmy, Tony and Oscar-winner Frances McDormand. (All she needs is a Grammy, and she'll be an EGOT.) I played opposite her in Noel Coward's "Hay Fever" and Sondheim's "A Little Night Music." Taught her everything she knows. She was and is an enormous talent and one of the nicer people you'd ever want to meet. ■

Best Practices for On-Site Work

If you are working on-site during the COVID-19 coronavirus pandemic – whether regularly or occasionally for business approved by your supervisor – make sure to follow the practices listed below while you are in Library facilities. Contact the Health Services Division at hso@loc.gov or (202) 707-8035 if you have questions or information to report.

- **Do not** come to the Library if you feel sick or have any symptoms of illness, including minor cold symptoms, such as runny nose, headache, scratchy throat or tiredness.

- **Do not** allow colleagues to use your workstation, mouse, telephone or pens. Clean shared equipment after each use. Contamination from others' hands may be left behind on your workstation, which could make you sick.

- **Do** inform the Health Services Division if you have been or are being tested for COVID-19 or have symptoms of it.

- **Do** inform the division if anyone you've had close contact with away from work has symptoms or has been tested for COVID-19 and is awaiting results.

- **Do** limit activities that require you to come to the Library if you are teleworking to help the Library maintain social distancing and to protect those who must work on-site.

- **Do** obtain supervisor approval before coming to Library buildings to retrieve materials or conduct other critical work, unless you are performing ongoing critical on-site work with the direction of your supervisor.

- **Do** limit such occasional visits to Library buildings to less than two hours unless absolutely necessary.

- **Do** use the Madison Building garage if you want to avoid using

public transportation. Employees who have supervisory approval to come to the Library can access the garage using their Library identification cards. The entrance to the Madison garage is on Second Street Southeast between Independence Avenue and C Street Southeast.

- **Do** visit only the offices and spaces in the Library that are essential to your work.

- **Do** practice social distancing of at least 6 feet of distance between yourself and others at all times.

- **Do** limit in-person meetings whenever possible; when they are absolutely necessary, no more than 10 people should be gathered in one space.

- **Do** use Skype or Webex for meetings whenever possible, even when the meeting attendees are in Library buildings.

- **Do** clean and disinfect your workstation every day before starting work. Taking five minutes to use

disinfecting wipes and allowing the disinfectant to dry on its own will kill germs and viruses on office equipment.

- **Do** clean your cell phones regularly. Germs transferred from your hands or face, or viruses aerosolized in confined spaces, can contaminate your cell phones and be transmitted to you. Clean your phone with a manufacturer-recommended alcohol-based cleaner.

- **Do** wash your hands regularly and use hand sanitizer before and after you move through a building's common spaces. The Architect of the Capitol maintains hand sanitizer stations in common areas of the Library, and additional supplies of hand sanitizer have been distributed to offices across the institution as available.

- **Do** review the guidelines (<https://go.usa.gov/xvTNr>) of the Centers for Disease Control and Prevention. It also offers an American Sign Language (<https://bit.ly/39MzaDA>) video series on COVID-19. ■

KEEPING US SAFE



A member of the Library's cleaning staff last week disinfected door handles to the Madison Building.

Courtesy Integrated Support Services

CRIME CLASSICS, CONTINUED FROM 1

related to the COVID-19 coronavirus pandemic.

“Crime fiction, mysteries and suspense stories are very popular with our patrons, so we knew they would be eager to read these books in accessible formats,” said Alice O’Reilly of NLS’ Materials Development Division.

She worked with Becky Brasington Clark, director of the Publishing Office, to make sure the NLS studio got the full text of “That Affair Next Door” once plans for the series were announced in September. Besides the original text, the Crime Classics edition includes features such as an introduction by Leslie S. Klinger, winner of the Edgar Award for fact-crime writing, and discussion questions.

The NLS Collection Development Section lined up production of the book in braille and on digital cartridge, the audio format used by patrons who prefer to receive books in the mail from their NLS-affiliated libraries.

Karen Keninger, NLS’ director, called the collaboration on the project a “big win all around.”

The Library of Congress, she said, “is committed to being a library for all people, and accessibility is a big part of that. This will allow our patrons to enjoy ‘That Affair

Next Door’ and future books in the Crime Classics series, much sooner than if we followed the usual route to producing them in braille and audio.”

NLS distributes more than 20 million braille and audio books, magazines and music instruction and appreciation materials to its patrons each year.

Over the past 40 years, Giannarelli has narrated more than 1,000 books for NLS while pursuing a career as a stage actor and director. But “That Affair Next Door” posed some unique challenges.

“Contemporary writers often favor shorter sentences and more casual language,” she said. “A writer like Anna Katharine Green – especially since this particular book is written in the first person by an upper-class woman of a certain age and temperament – uses long sentences with many subordinate clauses and multisyllable words that we just don’t use frequently anymore.”

She added, however, that the challenge allowed her to test her ability to “navigate the twists and turns of a sentence as it unfolds without ‘crashing’ – which is what we call it in the studio when you trip over your tongue and have to stop.”

“That Affair Next Door” introduced readers to Miss Amelia Butterworth, an inquisitive single woman

who becomes involved in a murder investigation after a woman next door turns up dead. She was the first woman detective to appear in a series, long preceding Agatha Christie’s Miss Marple.

“I found the plot to be really compelling,” Giannarelli said. “It kept me guessing virtually to the last page. I can see why Green was an influence on better-known mystery writers who came after her.”

Two more Crime Classics titles are scheduled to be released this year: “The Rat Began to Gnaw the Rope” (1943) by C.W. Grafton, father of bestselling detective novelist Sue Grafton, and “Case Pending” (1960) by Dell Shannon. Titles in the series are drawn from the Library’s collection of hard-to-find and out-of-print books, with cover designs inspired by images from the Library’s collections.

Notably, Poisoned Pen Press president (try saying that three times fast!) Robert Rosenwald has a family connection to the Library of Congress: His grandfather Lessing J. Rosenwald, former chairman of Sears, Roebuck and Company, donated his personal collection of 2,653 rare books (<https://go.usa.gov/xvCAN>) to the Library of Congress, and there’s a room named for him in the Rare Book and Special Collections Division. ■

MANUSCRIPT PREP, CONTINUED FROM 3

this semester can complete her internship remotely. “There’s so many challenges we’ve had here, and that was one of them,” Lorch said.

Another was connecting from afar, given the different levels of personal technology among staff, from laptops and tablets to a flip

phone. In this regard, the Office of the Chief Information Officer has been “absolutely incredible,” Lorch said. “I am so grateful that they have been so helpful to my staff.”

Aside from the “very real anxieties experienced by all during this public health crisis,” the section’s staff have adjusted well since starting to work at home, Lorch said. Some have even coordinated

virtual coffee breaks and after-hours social engagements.

Lorch envisions his unit drawing on this team strength to expedite the processing of collections once they are back on-site. “Until that time,” he said, “we’ll continue to brainstorm ways to use our expertise to contribute to the Library’s mission remotely.” ■

**Your Employee Personal Page (EPP) is at
www.nfc.usda.gov/epps/**